

FB1-7: Facilities and Buildings

FB1

General Cleaning and Disinfecting

All building must be thoroughly cleaned and disinfected every day. All facilities staff must be trained in the proper use and storage of the clearing and disinfecting agents used. A particular focus should be placed on high touch surfaces and objects:

- Door handles and handrails.
- Phones.
- Eating surfaces.
- Metal and plastic playground equipment.
- All bathroom surfaces.
- Water and drinking fountains.

At a minimum, these surfaces should be cleaned and disinfected at the beginning, middle, and end of each school day. Additional deep cleaning is not needed on a weekly basis unless there is a case of COVID-19 in the school.

- Facilities will develop a plan with each principal to solicit the help of teachers (children should not use cleaning and disinfecting products) for the wipe down of student chairs and desks before each transition (one group of students leaving and another group entering) and at the end of each school day. This plan will also include the wipe down of toys and shared classroom objects. Special considerations should be made for staff and students with asthma as cleaning and disinfecting can trigger asthma exacerbations.
 - Toys that cannot be cleaned and sanitized should not be used, including items such as soft toys, dress-up clothes, and puppets.
- Discourage the sharing of items.
- Desks that students eat at should be cleaned with routine cleaner or soap and water following snack/mealtime.

When managing accidental large volume spills or body fluids such as vomit or urine from non-porous surfaces that require cleaning fluids, mopping equipment, and or prolonged drying times the risk of generating potentially pathogenic microorganisms can be reduced by:

- Removing as much of the material before cleaning and disinfecting.
- Thoroughly disinfecting the remaining material and surfaces.
- Following manufacture's guidance on vacuum filters (like a HEPA filter) to capture ultrafine particles like viruses.
- Properly removing soiled items.
- Closing the space for use until items are clean and dry if mechanical cleaning equipment is used or fans are required for drying.

- Discouraging the use of machines that aerosolize particles, e.g. steam cleaners or some carpet cleaners.
- Wearing of appropriate PPE by cleaning personnel as recommended by product or equipment manufacturers.

FB2

Care of Other Equipment

Students' books, art supplies and other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures. That said, attention should be paid to the following:

- Unnecessary cloth furniture should be removed from the classroom and other spaces.

FB3

Building Entrances

No one except for healthy screened staff members and students should be allowed entrance to any district building.

- Laminated signs must be posted at all entrances directing parents and visitors to conduct their business with the schools remotely, those signs should include the school's main office phone numbers.
- Laminated Signs must be posted clearly indicating that no one may enter if they have symptoms of respiratory illness or fever.
- Hand sanitizing stations should be set up at the entrance of each facility. Laminated signs can route students and staff to entrances that are close to sinks so they can sanitize/wash their hands immediately upon entry into the facility.

FB4

Signage at Sinks

Developmentally appropriate laminated posters describing handwashing steps should be placed near all sinks. They can be downloaded from the CDC website: <https://www.cdc.gov/handwashing/posters.html>

FB5

Products that May be used for Cleaning and Disinfecting

The following products may be used for cleaning:

- Products certified as environmentally preferable by an independent third party (e.g. EPA's Safer Choice, Green Seal or ECOLOGO)
- Environmentally preferable cleaning products under state contracts with the Department of Buildings & General Services

The following products may be used for disinfecting:

- A product from EPA List N: Disinfectants for Use Against SARS-CoV-2.
- Products that contain ethanol, isopropanol (isopropyl alcohol), hydrogen peroxide, L-lactic acid or citric acid are preferred because they are safer for health and the environment.
- Alcohol solutions with at least 70% alcohol
- Diluted household bleach solutions.

See the CDC's website on Cleaning, Disinfecting and Hand Hygiene in Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

FB6

Ordering

The facilities team will be responsible for coordinating the ordering of all COVID-19 related supplies and equipment to prevent duplication of orders and to benefit from bulk purchasing.

Principals and directors should work directly with facilities communicating their needs so that periodic districtwide orders can be placed. The facilities team should establish ordering dates for the 2020-21 school year and deadlines for requests.

Adequate Basic Supplies Should Be Kept in Stock:

- Soap
- Hand sanitizer (at least 60% alcohol)
- Paper towels
- Tissues
- Cleaning and disinfection supplies
- Cloth face coverings (as feasible)
- Disposable food service items

FB7

Building Ventilation

Natural ventilation through windows is desirable. Schools can consider using window fans or box fans positioned in open windows to blow fresh outdoor air into the classroom via one

window and indoor air out of the classroom via another window.

The following modifications to building HVAC system operation should be considered, as recommended by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE):

- Increase outdoor air ventilation (disable demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions permit).
- Improve central air and other HVAC filtration to MERV-13 (ASHRAE 2017b) or the highest level achievable. Change filters every 3-4 months.
- Keep HVAC systems running longer hours (24/7 if possible, but a minimum of two hours prior to occupancy and through the duration of occupancy)
- Keep bathroom exhaust fans operating 24/7 on school days.
- Ensure staff understand the importance of ventilation fans – they must run all day.
- Add portable air cleaners to classrooms. Use HEPA or high-MERV filters with due consideration to the clean air delivery rate (AHAM 2015).

Take appropriate precautions when servicing HVAC Systems and replacing filters (wear appropriate personal protective equipment (PPE)

- bag and dispose of filters in regular trash, immediately wash hands with soap and water or use an alcohol-based hand sanitizer)

Where feasible, the school nurse's office/isolation room should:

- Have a dedicated HVAC system.
- Have a dedicated restroom (ideal).
- Exhaust its air directly outdoors in order to maintain negative pressure relative to adjoining spaces.